



# Logistics Plan for Re-opening of the School

AUGUST 2021

- All children return to school on Wednesday 1<sup>st</sup> September 2021.
- Classes operate within a bubble system ie each class is a bubble.
- There will be staggered opening times, collection times and break times to make social distancing possible and reduce the possibility of interaction between class bubbles.
- The day will include 1 x 10 min small break and 1 x 20min lunch break.
- Within each class, the children will be further divided into pods, with a minimum distance of 1 metre being maintained between pods.
- Hand sanitiser will be available at all entry points and in all class and support rooms.

### **School Profile**

- 210 pupils
- 8 Mainstream classes
- 1 EAL Post
- Full Time Secretary
- Administrative Principal
- 4.5 Special Education Teachers
- 2 Full Time SNA posts
- Full Time Caretaker

### **Usual School Hours**

09:20-15:00

### **List of Classes and Entry/Exit Points**

Classes entering through front door	Classes entering through middle door	Classes entering under the canopy
3 <sup>rd</sup> – Ms. Phelan 4 <sup>th</sup> – Mr. Fitzgerald 6 <sup>th</sup> – Mr. Rynne	1 <sup>st</sup> – Ms. Walsh 2 <sup>nd</sup> – Ms. Power 5 <sup>th</sup> – Ms. Heffernan	J.I. – Ms. Duggan S.I. – Ms. Kelly

### **Break / Sos**

**11.00-11.10** Break for Junior Infants, Senior Infants, 1<sup>st</sup> class and 6<sup>th</sup>.

Play Areas: Junior Infants - half of Lower Yard,  
Senior Infants -half of Lower Yard,  
First Class - Tarmacadam area inside gate  
Sixth Class - Upper Yard.

**11.15-11.25** Break for 2<sup>nd</sup> class, 3<sup>rd</sup> class, 4<sup>th</sup> class and 5<sup>th</sup> class.

Play Areas: 2<sup>nd</sup> class - half of Lower Yard,  
3<sup>rd</sup> class -half of Lower Yard,

4<sup>th</sup> class - Tarmacadam area inside gate

5<sup>th</sup> class - Upper Yard.

**Lunch / Lón**

**12.20** Pupils in Junior Infants, Senior Infants, 1<sup>st</sup> class and 6<sup>th</sup> class eat lunch in their classroom.

**12.30 – 12.50 Outdoor playtime**

Play Areas: Junior Infants - half of Lower Yard,  
 Senior Infants -half of Lower Yard,  
 First Class - Tarmacadam area inside gate  
 Sixth - Upper Yard.

**12.55** Pupils in 2<sup>nd</sup> class, 3<sup>rd</sup> class, 4<sup>th</sup> class and 5<sup>th</sup> class eat lunch in their classroom.

**1.05 – 1.25 Outdoor playtime**

Play Areas: 2<sup>nd</sup> class - half of Lower Yard,  
 3<sup>rd</sup> class -half of Lower Yard,  
 4<sup>th</sup> class - Tarmacadam area inside gate  
 5<sup>th</sup> class - Upper Yard.

**Yard Supervision**

Day	Break / Sos	Lunch / Lón
Monday	<b><u>11.00 - 11.10</u></b> ● Aisling Heffernan ● Nicola Kelly ● Ann Marie Walsh ● Aidan Rynne	<b><u>12.30 - 12.50</u></b> ● Corinna Quillinan ● Kate Duggan ● Noreen Tuohy
	<b><u>11.15 - 11.25</u></b> ● Niamh Cummins ● Kate Power ● Tom Fitzgerald ● Georgina Phelan	<b><u>13.05 - 13.25</u></b> ● Aoife Grant ● Tara Dooley / Edel Whelan ● Brona Wemyss*
Tuesday	<b><u>11.00 - 11.10</u></b> ● Corinna Quillinan ● Kate Duggan ● Noreen Tuohy	<b><u>12.30 - 12.50</u></b> ● Aisling Heffernan ● Nicola Kelly ● Ann Marie Walsh ● Aidan Rynne
	<b><u>11.15 - 11.25</u></b>	<b><u>13.05 - 13.25</u></b>

	<ul style="list-style-type: none"> <li>• Aoife Grant</li> <li>• Tara Dooley / Edel Whelan</li> <li>• James Robinson*</li> </ul>	<ul style="list-style-type: none"> <li>• Niamh Cummins</li> <li>• Kate Power</li> <li>• Tom Fitzgerald</li> <li>• Georgina Phelan</li> </ul>
Wednesday	Yellow	Orange
	Blue	Green
Thursday	Orange	Yellow
	Green	Blue
Friday	Yellow	Orange
	Blue	Green

**\*On the Green team, Brona Wemyss will cover lunch breaks and James Robinson will cover small breaks.**

### **Arrival at School**

#### **Staggered Drop Off and Collection Times**

To minimise the risks, and to help us to maintain social distancing, the children may not come onto the school grounds before the school doors open at 9.10a.m. Pupils should only enter the school grounds after 9:10am as outlined below and go straight to their classroom. It is not possible to ensure social distancing if pupils arrive before this time in the morning. *Special arrangements will be put in place for our Junior/Senior Infants and their caregivers/parents at the beginning of the school year.*

#### **Morning:**

Parents are asked to drop and go between 9.10a.m. and 9.25a.m. To help ensure social distancing and reduce the number of people at the school gate, parents are asked to drop their children to school using the following schedule:

- Between 9:10am and 9:17am - Pupils whose surname begins with the letters A – M.
- Between 9:17am and 9:25am - Pupils whose surname begins with the letters N – Z
- Pupils who attend creche / before school supervision / breakfast club enter the school any time from 9:10am – 9:25am.

Please note the above time slots are simply to try and reduce the amount of traffic and the number of people outside the school gate in the mornings.

**Children will go directly to their classrooms on arrival.** Other staff members (including Special Education Teachers, SNAs and the Principal) will be available outside and inside the building to receive the children and to help them to their classrooms.

#### **Afternoon:**

- 1.50p.m. - Junior Infants.
- 2.00p.m. - Senior Infants
- 2.45p.m. - 1<sup>st</sup> Class

- 2.50p.m. - 2<sup>nd</sup> Class
- 2.55p.m. - 3<sup>rd</sup> Class
- 3.00p.m. - 4<sup>th</sup> – 6<sup>th</sup> Class

There will be signage to direct parents to the appropriate collection point.

Please note, pupils that have permission to walk home will make their way directly to the school gates.

If a pupil from 3rd – 6th class has a younger brother in 1st or 2nd class they will be available for collection also at 2.45p.m.

**This system will apply rain, hail or shine so please make sure that your child comes to school prepared for the weather!**

### **Team Teaching/Special Education Teachers/Special Needs Assistants**

Staff members (particularly Special Education Teachers and SNAs) can rotate between areas/classes but this will be minimized where possible. When rotation occurs, agreed sanitising routines will be observed.

In keeping with our Special Education policy, learning support will be provided by a blended approach of in-class support and withdrawal. The provision of support will be organised to ensure our support teachers will work as far as possible, within the confines of a bubble.

- Where a support teacher is working alongside a class teacher in a classroom, both teachers must be mindful of maintaining social distance from one another.
- The tables and chairs in SET rooms will be wiped clean in between different pupils or small groups attending.

### **Junior Infants to Second Class**

It is recognised that younger children are unlikely to maintain physical distancing indoors so there is no requirement for children from Junior Infants to Second Class to maintain a physical distance within their Class Bubble. However we will be dividing these pupils into Pods and encouraging social distancing where possible.

### **Third Class to Sixth Class**

Children from Third Class to Sixth Class will be arranged in Pods within their Class Bubbles, with a maximum of 6 pupils per Pod. As far as possible, each Pod will be at least 1 metre distance from the next Pod. All unnecessary furniture will be removed from these classrooms to create as much space as possible.

### **Corridors**

Briefly passing someone in a hall is very unlikely to contribute significantly to the spread of infection if people do not have physical contact and avoid informal group discussions. We will keep to the left when in the corridors.

### **Additional Measures to Limit Interactions**

Children will go straight to their classrooms from the yard and will not congregate in the corridors or hallways.

Hand shaking and hugging is discourgaed.

### **Doors and Windows**

Where practical, all internal doors will be left open to minimise hand contact with common surfaces.

To ensure that classrooms are well ventilated, windows will be opened during breaks and at the end of the school day. Windows will also be opened during classes. This will depend on temperature, weather etc.

Windows should be opened when children are singing as a group, or when they are playing musical instruments.

### **Lunches**

Parents / caregivers must make sure that children bring their lunches to school to avoid adults having to come to the school during the day. Parents / caregivers are asked to remind their children not to share their food or drinks with other children.

Children will eat their lunches at their desks, as per our usual practice.

### **Books, Copies, Pencils, etc.**

Children should use their own books, pens, pencils, etc. and as far as possible should not share with other pupils. Pupils will leave their books/copies etc in school. There will be no homework for the month of September.

### **Uniforms/Tracksuits**

There is no guidance or advice to say that school uniforms or tracksuits should be washed every day and this is probably not practical for most families.

As a school we strongly advise that children should wear their school uniforms or tracksuits **only for school related activities.** Uniforms or tracksuits should be taken off straight after the child arrives home from school for the day. They should not be worn in after-school facilities, shops, during after-school activities, etc.

We will follow our usual practice in relation to uniforms and tracksuits. Uniforms should be worn every day, except on P.E. days, or when otherwise requested by teachers.

### **Office**

A contactless payment system has been set up to minimise the amount of cash that needs to be handled. Parents/Guardians are asked to co-operate in helping to keep school staff safe by arranging for contactless payments through the school office.

Parents should contact the school through Aladdin, email or by phone.

Children should not be sent to the Secretary's Office or to the Reception area to deliver messages.

Staff members should not enter the Office area and should speak with the Secretary at the Reception area, through the glass panel.

### **Photocopying**

Any staff member who uses the photocopier should sanitise before and after using it.

### **ICTs**

A timetable will be drawn up for the use of common ICTs. Pupils and staff should sanitise before and after using the devices. Devices should be cleaned after use and before they are returned to the charging trolley.

### **Visiting Teachers/Coaches**

The possibility of facilitating extra-curricular activities such as keyboard lessons, Coaching for games, Safe Cycling course, etc. will be explored. However, it is not recommended that children from different bubbles would participate in extra-curricular activities at the same time, for example, during music lessons.

### **Substitute Teachers and SNAs**

A copy of the Covid-19 Response Plan will be provided to each substitute teacher/SNA. Substitutes will be required to complete a Return to the Workplace form before they enter a classroom and will be asked to confirm that they have engaged in the online Induction training.

### **Physical Education and P.E. Equipment**

Physical Education lessons will take place outside when the weather allows.

Staff members and pupils may take additional breaks outside during the school day. All classes are encouraged to participate in 'The Daily Mile'.

### **Parent/ Teacher Meetings**

Parent/Teacher Meetings may take place via phone/ Zoom or be postponed. We will assess the situation and look at advice from the DES closer to the time.

### **Staffroom**

All staff members should maintain a physical distance of 2 metres when they are not engaged in teaching e.g. when they are using the staff room and arriving to work. If 2m cannot be maintained in staff groups, face coverings should be worn. Staff are encouraged to bring their own cup, cutlery etc; wash hands/sanitise before and after using the staffroom; clean the area they sit at and wipe down anything they have touched e.g. kettle, microwave etc.

Staff meetings will be held remotely or in small groups or in large spaces to facilitate physical distancing.

Again, staff members should bring their own cups, bottles, cutlery, etc. to school and avoid sharing utensils in the staffroom as far as possible. School cups, crockery and cutlery, if used, will be washed in the dishwasher on a 60 degree cycle.

### **Supporting the Learning of Children who Cannot Attend School**

If a child is not able to attend school for an extended period of time – on the advice of a medical professional, the class teacher (and/or the Special Education Teacher, where relevant) will provide work to support the child’s learning at home and this will be shared with parents/guardians.

### **The Use of Personal Protective Equipment (PPE)**

For a limited number of staff, PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas. This might include roles such as:

- Assisting with intimate care needs
- Where a suspected case of COVID-19 is identified while the school is in operation
- Where staff are particularly vulnerable to infection but are not on the list of those categorised as people in very high-risk groups or may be living with those who are in the very high-risk category.
- When staff members have to move between classrooms to support children with learning needs.

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. Where staff provide healthcare to children with medical needs in the school environment, they will apply standard precautions as per usual.

### **Masks**

The children are not required to wear masks or face coverings. However, if a parent would like their child to wear the mask in school this is acceptable.

The guidelines do not recommend that staff wear masks or face coverings as these would hide facial expressions and make communication with the children more difficult. However where a distance of 2m cannot be maintained, staff should wear a face covering. Visors and masks will be provided to staff members. A face covering should also be worn in corridors and other communal areas where it may not be possible to maintain a distance of 2m from others.

### **Gloves**

Staff members do not need to wear disposable gloves unless they are looking after a pupil’s intimate care needs or administering First Aid.

There will be an emphasis on hand hygiene rather than on the wearing of disposable gloves.

### **Hygiene and Cleaning**

Dispensers containing hand sanitiser have been installed throughout the school e.g. at each entrance, in each classroom.

Soap and water are available in all classrooms, and at each sink in the toilet blocks, the staff bathroom and staff room.



Hand hygiene will be promoted and encouraged, and parents/guardians are asked to support the school in reinforcing this message.

In accordance with the DES guidelines, the school will be thoroughly cleaned at least once per day. Particular attention will be focused on frequently touched surfaces – door handles, handrails, chairs/arm rests, communal eating areas, sink and toilet facilities.

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building. Staff should thoroughly clean and disinfect their work area before and after use each day.

Waste will be collected regularly from offices and other areas within the school.

Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.)

### **Illness and Dealing with a Suspected Case of COVID-19**

We love to see all of our children at school every day. However, under the current circumstances, parents/guardians must keep children at home if they display any Covid-19 Symptoms.

Staff must not attend school if they display any symptoms.

A designated isolation area has been created next to the office.

If a staff member/pupil displays symptoms of COVID-19 while at school, the following procedure will be implemented:

1. Member of staff should alert Jackie, Dave and James via Whats App that they have a pupil displaying symptoms of Covid. The pupil will be accompanied to the isolation area by the Principal. Jackie will notify parents. Dave will clean down area in classroom, toilet etc. A distance of 2 meters will be maintained. If this is not possible, the person accompanying the child must wear a face covering.
2. If a pupil has a suspected case, parents/guardians will be contacted immediately by telephone. To help us in this regard, parents /guardians are asked to make sure that their contact details are kept up to date at all times.
3. Staff members who are symptomatic should immediately inform the Principal/Deputy Principal and go to the isolation area.
4. A face covering will be provided to the staff member/child who is symptomatic.
5. The staff member or child who is symptomatic should avoid touching people, surfaces and objects.

6. If the staff member/child is well enough to go home, arrangements will be made for them to be transported home by a family member, as soon as possible.
7. Anyone who is symptomatic is advised to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used to travel home.
8. If the staff member/child is too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.
9. The isolation area and work areas will be thoroughly cleaned in line with the guidelines.
10. The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff and pupil confidentiality will be maintained at all times.
11. It is important to remember that any of us can get sick or unwell, and if we do, we need understanding and support from those around us. It is essential that anyone who feels unwell makes that known to the Principal/Deputy Principal as soon as possible.

### **COVID-19 Related Absence Management**

COVID-19 related absences will be managed in line with agreed procedures with the Department of Education.

### **Teacher or SNA Absence and Substitution**

If a teacher/SNA is unable to attend school, every effort will be made to secure a substitute teacher/SNA for the class/pupil. If a substitute teacher/SNA is not available, it is not appropriate for the class to be divided into groups and accommodated in other classes. In such circumstances, it may not be possible for the class/pupil to attend on that day. If that is the case, as much notice as possible will be given to parents.

### **Employee Assistance and Wellbeing Programme**

Support for school staff wellbeing will be provided by Department Support Services including the Professional Development Service for Teachers (PDST) and the Centre for School Leadership (CSL), as well as by the HSE's Health Promotion Team. An Occupational Health Strategy is in place as a supportive resource for staff in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention. The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by Spectrum Life. They are providing this support under the banner of 'Wellbeing Together: Folláinne Le Chéile'. Under the EAS, employees have a dedicated free-phone confidential helpline 1800 411 057 available 24 hours a day, 365 days a year providing advice on a range of issues such as wellbeing, legal, financial, mediation, management support and so on. Where required, short-term counselling is available to employees and their families (over the age of 18 years and living at home). A bespoke wellbeing portal and app which offers access to podcasts and blogs on topics around wellbeing and mental health, family life, exercise and nutrition is also available. In addition online cognitive behavioural

therapy is provided. Spectrum Life will also be providing a series of webinars and presentations to promote staff wellbeing in schools as schools reopen and during the upcoming school year.

**Signed:** Carmel Wemyss  
Chairperson, Board of Management

James Robinson  
Principal

**Date:** 23<sup>rd</sup> August 2021

23<sup>rd</sup> August 2021